



# eOPF Quick Reference For Employees

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## Online eOPF Self-service Feature for Login ID and Password Retrieval for New Users

eOPF provides web-based access for Federal personnel to view and print employment documents. Employees are able to view their own documents through the eOPF application at <https://eopf.nbc.gov/nasa/>. eOPF includes security measures that ensure the integrity of the system and protection of employee documents.

Your eOPF benefits include:

- Immediate access to your documents
- Ability to view or print your documents
- Enhanced accuracy, portability, and security of your documents
- Increased accountability through an audit trail that tracks who accesses your documents and the reason why
- Faster and more efficient records transfer between Federal agencies
- Timely and accurate data retrieval for retirement claims processing

### **Obtain Your eOPF ID and Password, and then Logon to your Account**

Accessing eOPF is simple and convenient. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF self-service feature. This Quick Reference document consists of three sections.


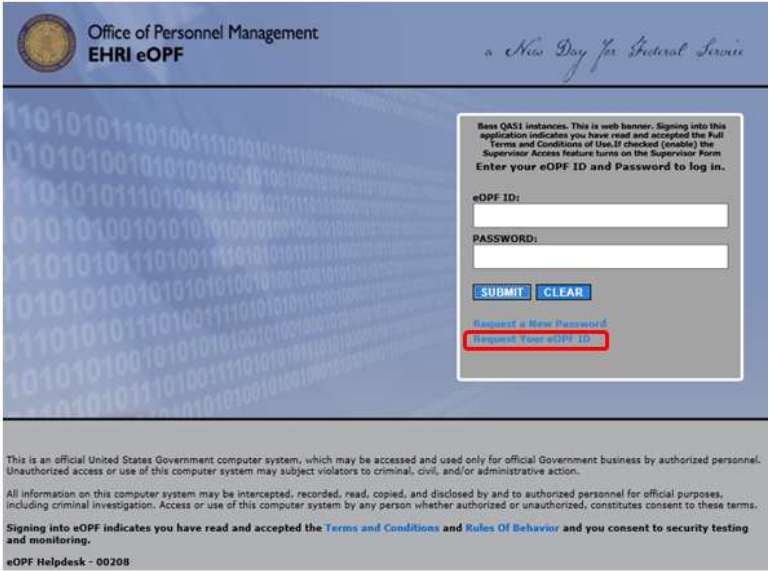

#### **Part 1: Obtain Your eOPF ID**

#### **Part 2: Create an eOPF Password**

#### **Part 3: First Time eOPF Logon**

# Electronic Official Personnel Folder

## Part 1: Obtain Your eOPF ID

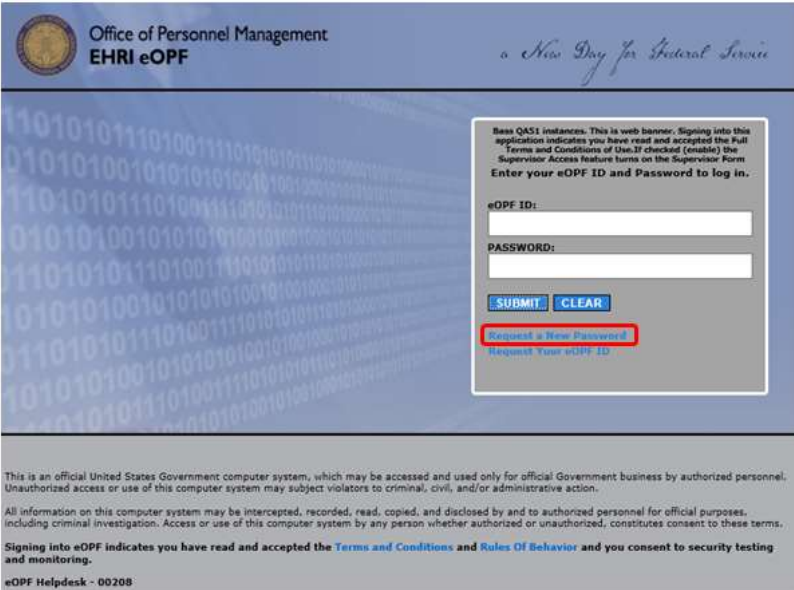


Step	Action	Screen Shot
1	<p>Access your eOPF at:  <a href="https://eopf.nbc.gov/nasa/">https://eopf.nbc.gov/nasa/</a></p> <p>Read the <b>eOPF User Agreement</b> page.</p> <p>Click the <b>Accept</b> button.</p>	
2	<p>From the <b>eOPF Logon</b> page, click the <b>Request Your eOPF ID</b> link.</p>	
3	<p>From the <b>Request Your eOPF ID</b> screen, enter the</p> <ul style="list-style-type: none"> <li>Last 5 digits of your SSN</li> <li>First 4 letters of your last name</li> <li>Date of birth (mm/dd/yyyy)</li> </ul> <p>Click the <b>Submit</b> button.</p>	

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Step	Action	Screen Shot
4	<p>The <b>Request Your eOPF ID</b> page displays stating that your request has been submitted for processing.</p> <p>Click the <b>Click here to return to logon page</b> link.</p>	
5	<p>Your eOPF ID will be emailed to the email address of record in eOPF.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your eOPF ID.</p>	

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## Part 2: Create an eOPF Password

Step	Action	Screen Shot
1	From the <b>eOPF Logon</b> page, click the <b>Request a New Password</b> link.	
2	On the <b>Request a New Password</b> page, enter your: <ul style="list-style-type: none"><li>eOPF ID</li><li>Last 5 digits of your SSN</li><li>First 4 letters of your last name</li></ul> Click the <b>Submit</b> button.	
3	The <b>Request a New Password</b> page displays indicating your request has been submitted for processing.  Click the <b>Click here to return to logon page</b> link.  <b>Note:</b> If your information fails to be verified, you receive a message stating that your information does not match the information in the eOPF system and you should contact the eOPF Help Desk.	

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Step	Action	Screen Shot
4	<p>An email is sent with a password reset link, a reset token, and instructions to the email address of record in eOPF. The token is valid for 15 minutes.</p> <p>Click the <b>URL</b> link.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your password reset link, etc.</p>	<p>This email is to notify you that a request to change your eOPF password has been made.</p> <p>Please click on the link below. You will be asked to provide your username and the 12 digit token below.</p> <p>Please note that token expires within 15 minutes of sending this email:</p> <p>URL: <a href="https://eopf.hhs.gov/reset/ChangePasswordFromReset.aspx">https://eopf.hhs.gov/reset/ChangePasswordFromReset.aspx</a> (example)</p> <p>Token: 1A21P14h3d43 (example)</p> <p>If you did not initiate this change, please contact the helpdesk at 844-275-8118 or eopf_helpdesk@hq.dhs.gov for assistance.</p> <p>The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact the eOPF Help Desk (dial 844-275-8118 or email eopf_helpdesk@hq.dhs.gov) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not authorized to receive it, may be found guilty of a misdemeanor and fined.</p> <p>Agency: AGENCY]</p>
5	<p>The link opens the <b>Reset Your Password</b> screen. Type in your <b>eOPF ID</b>.</p> <p>Copy the Token password from the email and paste it into the <b>Token</b> field.</p> <p>Click the <b>Submit</b> button.</p>	
6	<p>The <b>Please reset your password</b> page displays.</p> <p>Enter a password that meets your agency's security guidelines in the <b>New Password</b> field, then again in the <b>ReType Password</b> field.</p> <p>Click the <b>Reset Password</b> button, which will bring you back to the <b>eOPF Logon</b> page.</p> <p>You are ready to log in to eOPF! Continue with Part 3.</p>	



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## Part 3: First Time eOPF Logon

Step	Action	Screen Shot
1	<p>Enter your eOPF ID and password on the <b>eOPF Logon</b> page.</p> <p>Click the <b>Submit</b> button.</p>	
2	<p>The <b>Select and answer your security questions</b> screen displays. Select questions from the drop-down menu, then answer the questions in the blank fields on the right. Security question answers are not validated for format or correctness (i.e. state, numbers, or dates). Maximum length for an answer is 35 characters.</p> <p>To start over, click the <b>Reset</b> button.</p>	

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Step	Action	Screen Shot
3	<p>You also have the ability to create custom questions for <b>Personal Questions</b>; however, custom questions cannot be created for <b>Helpdesk Questions</b>.</p> <p>Click the drop-down menu and select <b>Write your question</b>. A blank Specify your Question field is added, allowing you to type your custom question. Click <b>Add</b>.</p> <p>Once a custom question is created, it will always be listed in the drop-down menu. Maximum length for a question is 100 characters. There is no limit to the number of custom questions you may create.</p>	
4	<p>A confirmation message states, "Your question is added to the Personal questions list."</p> <p>Select the drop-down menu arrow again and choose your newly created question. Type your answer in the blank field to the right.</p>	
5	<p>To save, click the <b>Submit</b> button below the questions.</p>	

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Step	Action	Screen Shot
6	The <b>Rules of Behavior</b> page displays. Read the rules and click the <b>Accept</b> button.	
7	The screen refreshes and takes you to the <b>eOPF Welcome</b> page. That's it! You are in eOPF.  From this page, you can navigate eOPF with the buttons on the left.	

From the **eOPF Welcome Screen**, you can:

- View your entire eOPF by clicking the **My eOPF** tab.
- Search for specific documents within your eOPF by clicking on the **Search eOPF** tab.
- Change your eOPF preferences by clicking on the **My Profile** tab.

## Need Assistance?

For technical assistance, select the **Help** link from the upper-right corner of any eOPF screen, or contact the eOPF Help Desk:

Email: [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com)

Phone: 1-866-275-8518